



# 3600

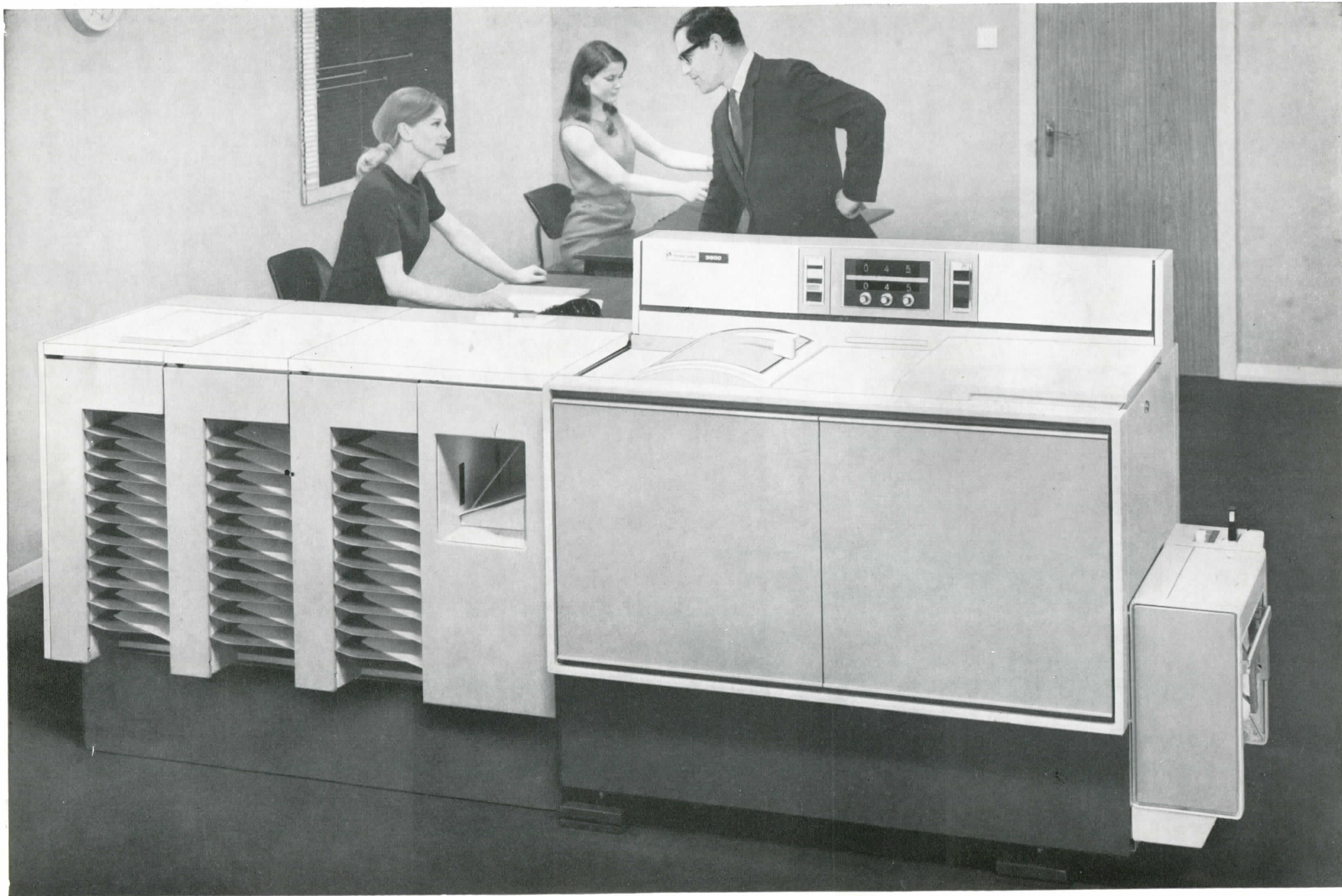
**& SORTER**

The Rank Xerox 3600 & Sorter—**Key Operator's instruction manual**

# Rank Xerox\* 3600 & Sorter **Key Operator's instruction manual**

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## Introduction

This manual has been specially prepared for you, the Key Operator, to guide you in the use and care of the Rank Xerox 3600 & Sorter.

The 3600 & Sorter were designed for easy and trouble-free operation, but, like any valuable piece of equipment, they require a certain amount of care and attention.

You will find in this manual all the information you need on how to keep your machine in the best operating condition.

### The Rank Xerox 3600

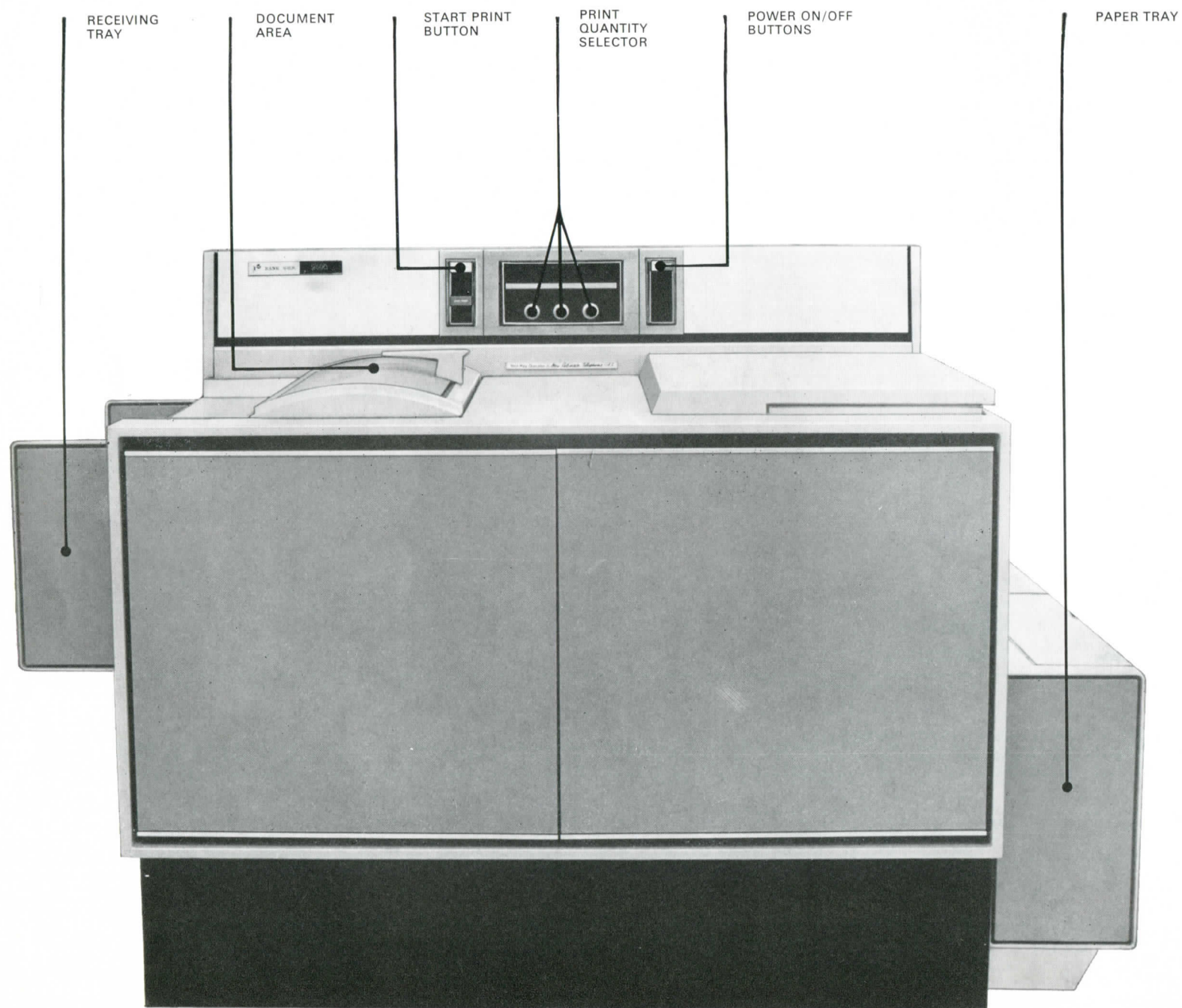
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## The 3600



## Daily routine

### Switch on the 3600

#### Check toner

#### Load paper

**Clean document cover.** Clean the white underside of the document cover with a damp cloth, using a mild soap and water solution or other recommended cleaner. Be sure to dry it thoroughly.

**Clean glass platen.** Clean the glass platen with a soft damp cloth. Dry the glass thoroughly. Be careful not to scratch the glass.



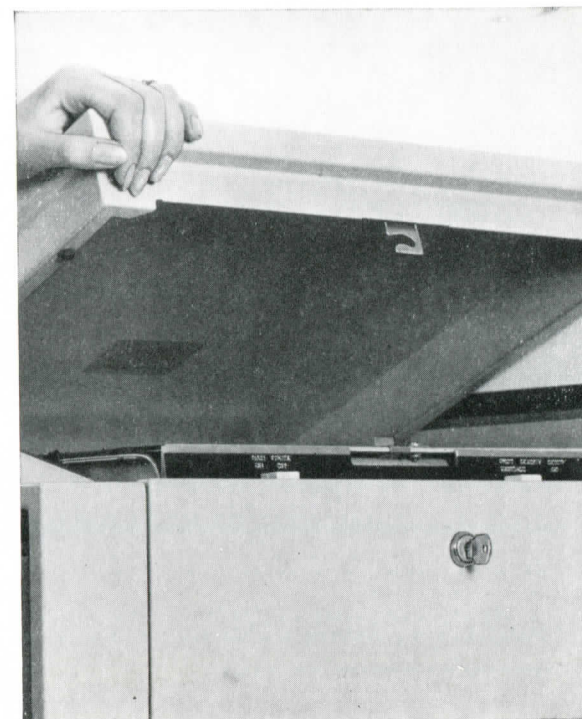
## Switching on the 3600

As Key Operator, your first duty, every morning before you can start making prints, will be to switch on the 3600.

1. Unlock the 3600.

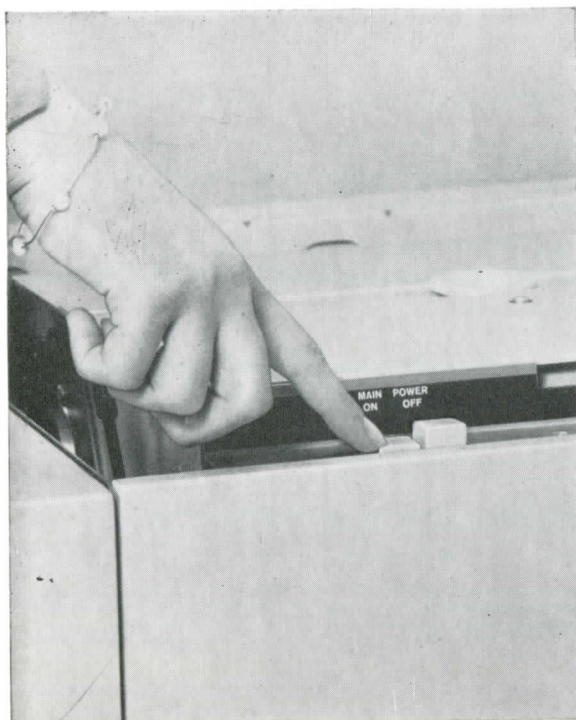


2. Raise the top cover.

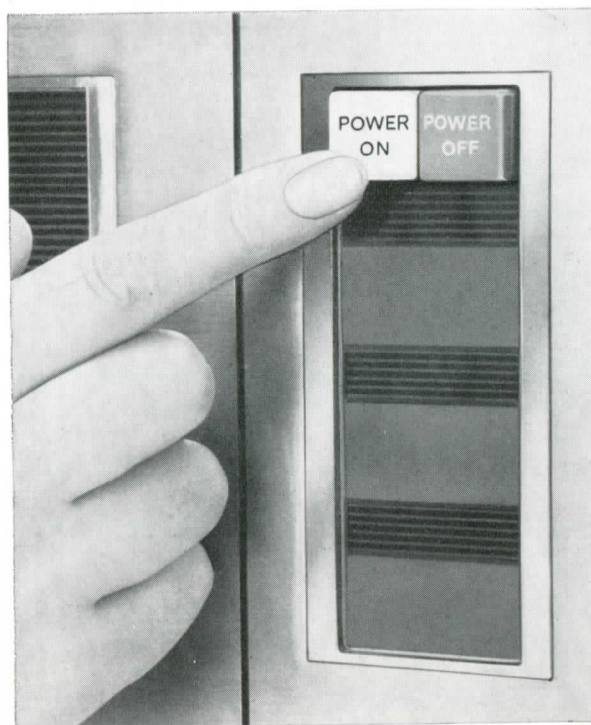




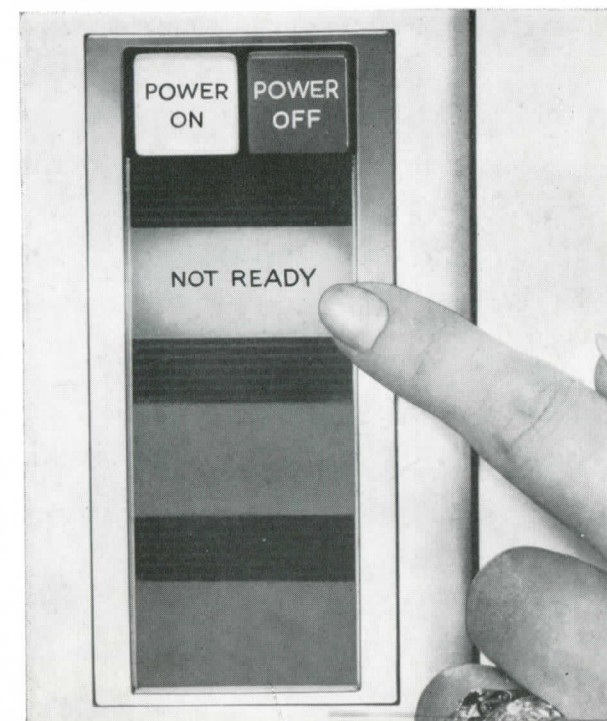
3. Press the MAIN POWER ON button then close and lock the top cover.



4. Press the POWER ON button on the front panel. The machine will now begin its warm-up period.

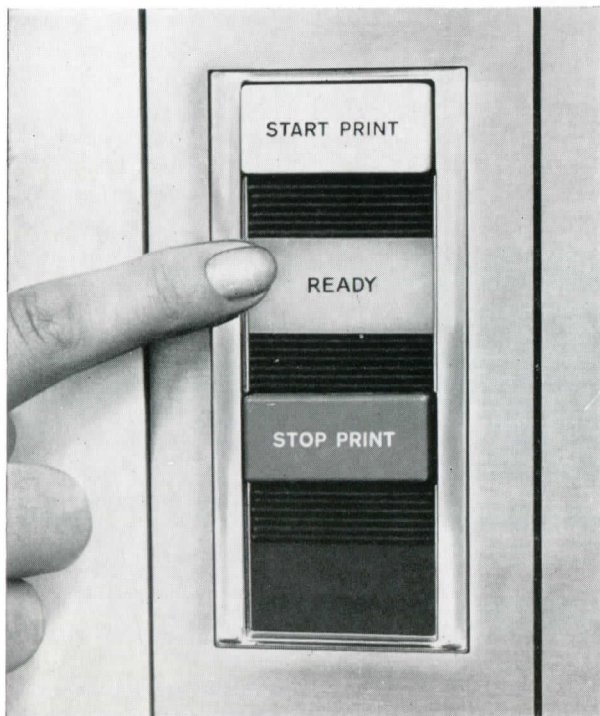


5. While the machine is warming up, the NOT READY light on the right-hand panel will glow for 4-8 minutes.



## Toner

6. Once the warm-up is completed, the NOT READY light goes out, and the READY light on the left-hand panel comes on. The 3600 is now ready to start making prints.



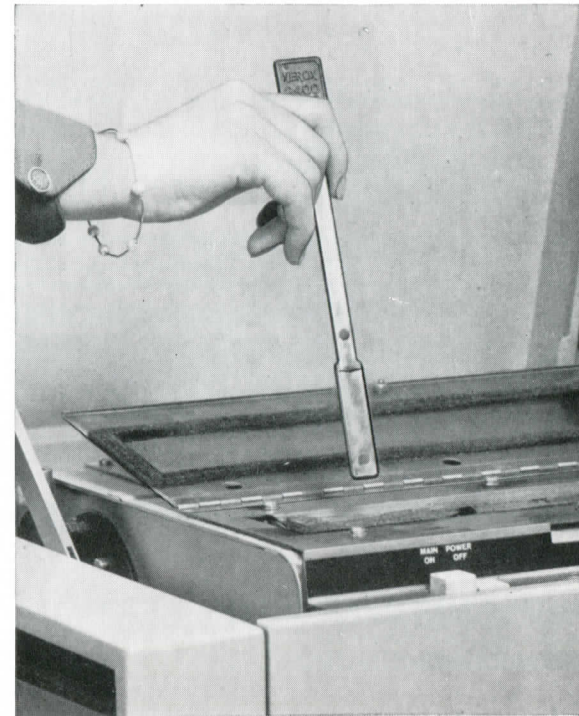
Toner is the fine black powder which forms the image. A small amount of it is transferred onto the copy paper each time a print is made.

*Every morning, while the machine is warming up, you should check the amount of toner in the well, and replenish it if necessary.*

1. Unlock and raise the top cover. Lift the lid of the toner well.



2. *Gently* insert the dipstick into the toner well until it touches the bottom. If the toner level is below the mark on the dipstick it is time to add more toner. Clean the dipstick after use.



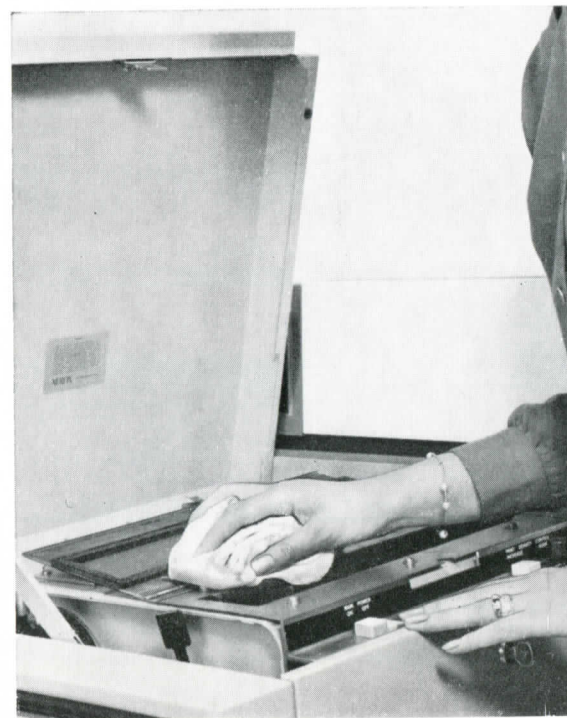


## Facts about paper

3. Open a toner container, fit on the spout, then insert the spout into the toner well. Empty the entire contents of the container evenly into the toner well by moving the container from side to side.



4. Always wipe up any spilt toner. Keep your 3600 clean. It is a good idea to keep a box of tissues near the machine.



We recommend that you always use Rank Xerox paper in your copier/duplicator. It is an 80 gsm (20 lbs large post) paper which has been made for use in the 3600 to give you the best possible results. Sizes of paper can vary from 8 x 10 in (20.3 x 25.4 cm) to 8½ x 13 in (21.6 x 33 cm).

The maximum capacity of the PAPER TRAY is 2,000 sheets (4 reams).

Do not mix different sizes of paper. Always make sure you have removed all remaining sheets from the tray before putting in a new size.

Paper should be kept in its protective wrapping until used. It should be stored on a flat surface to prevent curling or damage to the sheets.

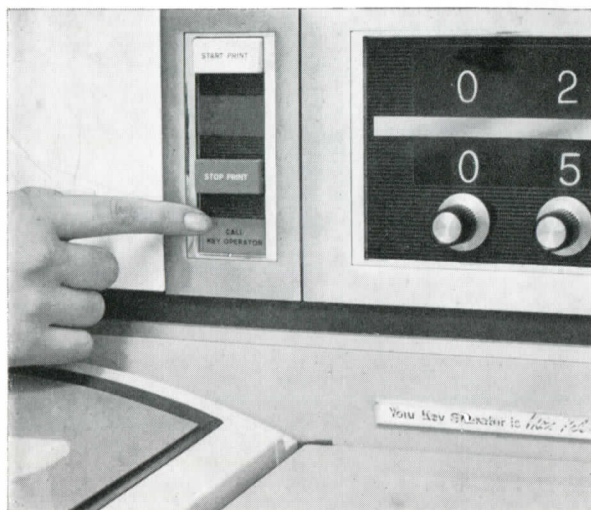
## Loading Paper

As Key Operator, one of your duties is to load paper. There are three times when you will have to do this:

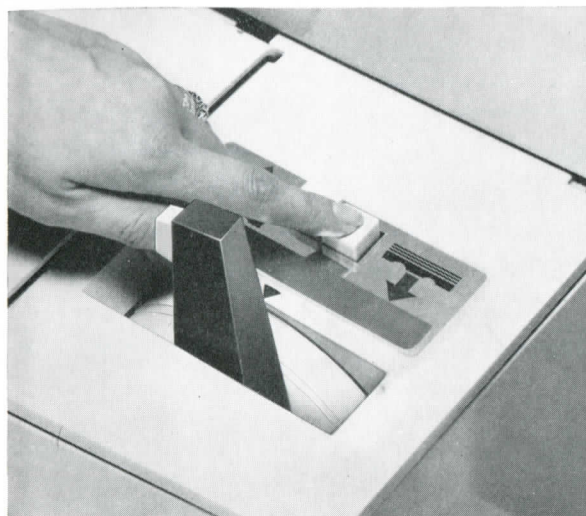
1. *At the beginning of the day*—while the machine is warming up.
2. *When changing to a different size of paper.*
3. *During a print run, if the paper supply is low*—the machine stops automatically and the CALL KEY OPERATOR light flashes.

The COUNTING LIGHTS, situated above the PRINT QUANTITY SELECTOR lights, remain at the number of prints made so far during the run.

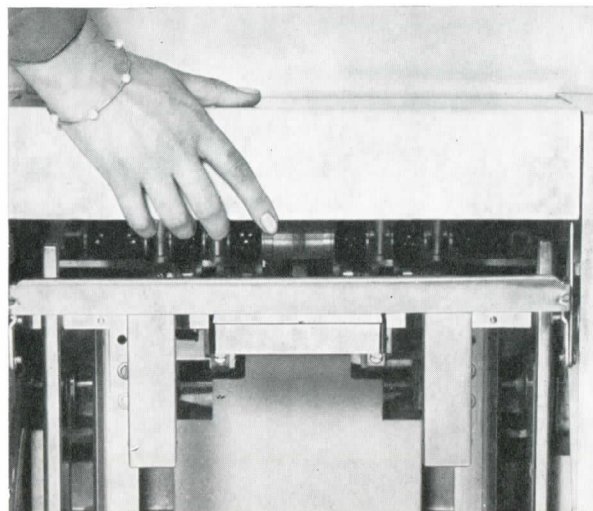
NB The maximum capacity of the paper tray is 2000 sheets (4 reams).



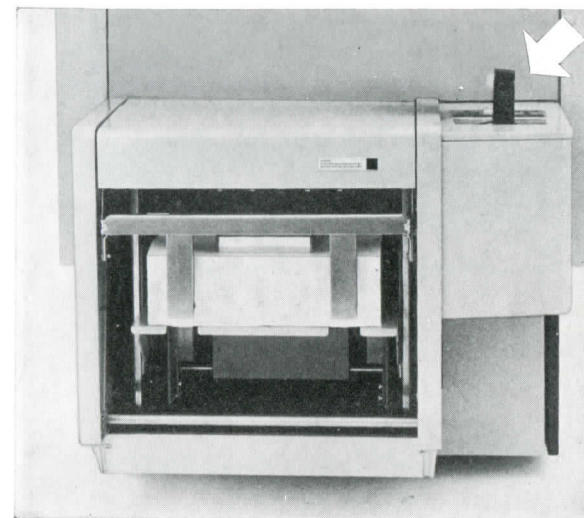
1a. Press the ↓ (DOWN) button to lower the PAPER TRAY if it is not already in DOWN position.



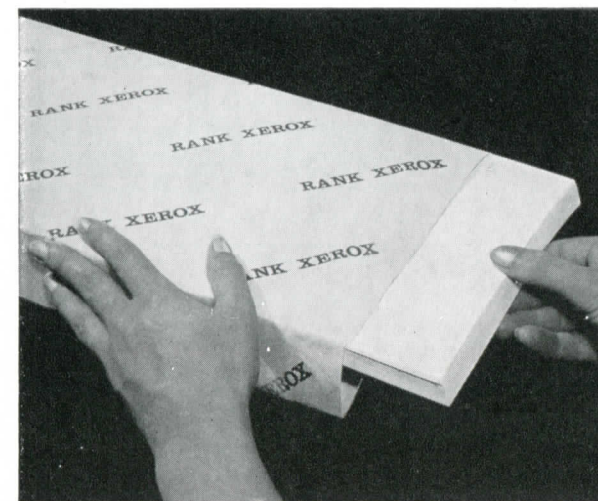
2. Raise the cover of the PAPER TRAY



1b. The ↓ (DOWN) button is located beside the PAPER TRAY



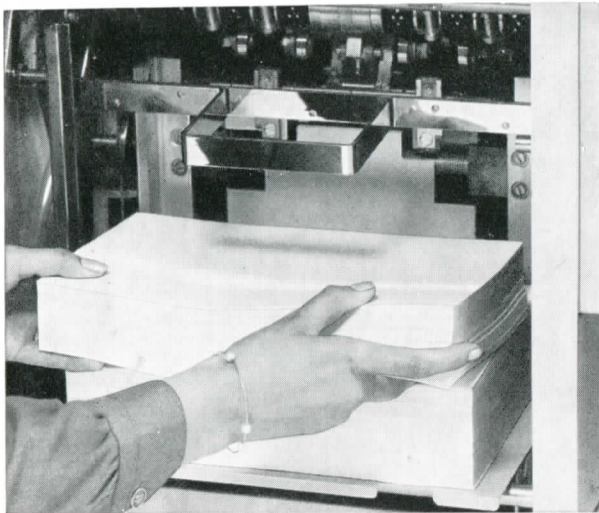
3. Unpack the paper with the arrow on the wrapping pointing up. Place the paper in the tray keeping the same side facing up.





## Changing sizes of paper

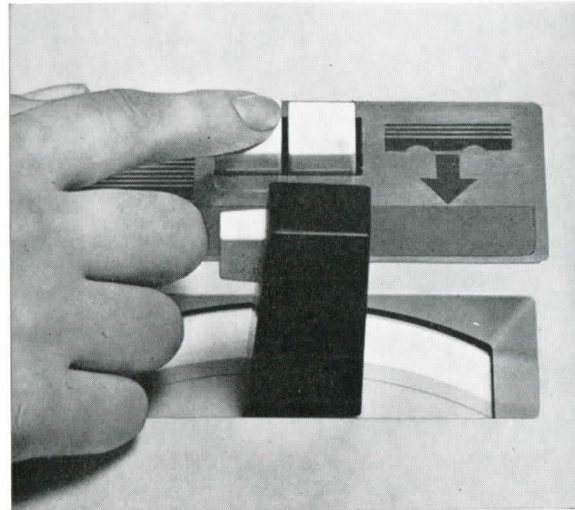
4. Guide the stack of paper forward and in against the right-hand corner guide. Then lower the stack straight down on to the PAPER TRAY



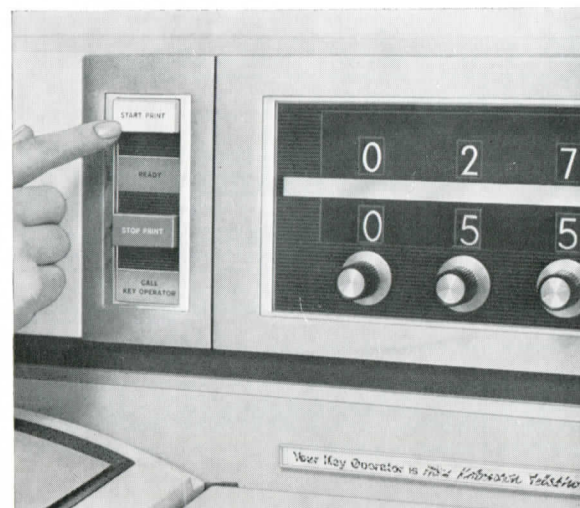
6. The **READY** light will come on. If the **CALL KEY OPERATOR** light was flashing indicating a low paper supply, it will continue to do so.



5. Lower the cover of the PAPER TRAY and press the **↑ (UP)** button.



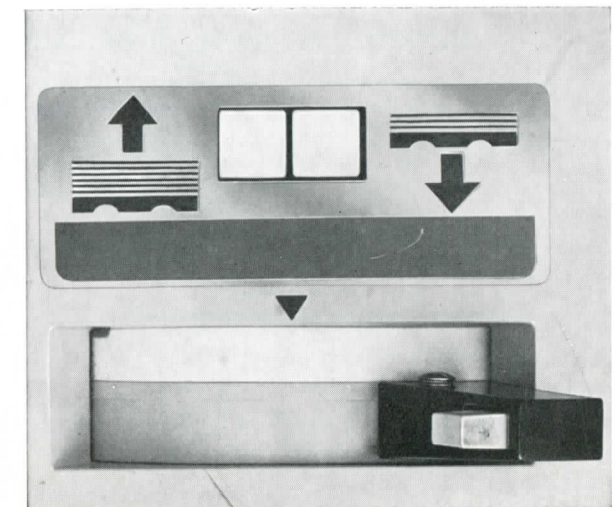
7. Press the **START PRINT** button. The **CALL KEY OPERATOR** light will go out, the machine will resume printing from the point at which it stopped.



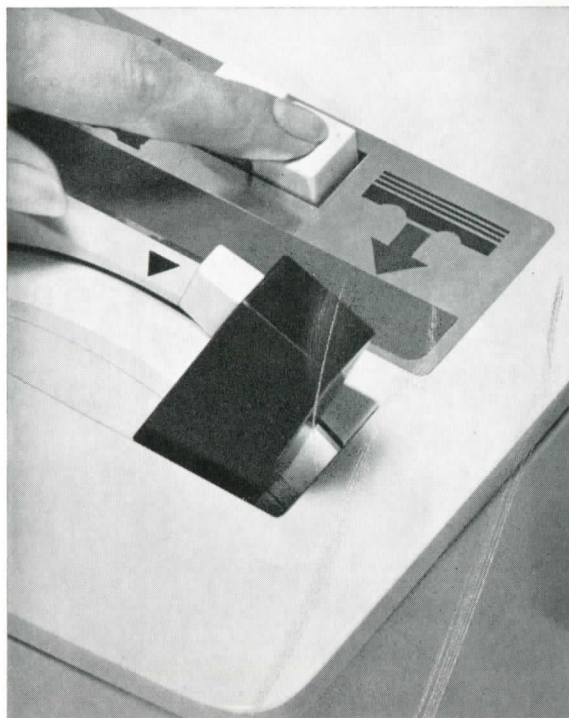
When your 3600 was installed, it was adjusted to take four different sizes of paper, from 8 x 10 in (20.3 x 25.4 cm) to 8½ x 13 in (21.6 x 33 cm).

If, at a later date you want a different selection of sizes, one of our Service Engineers can easily adjust the PAPER TRAY.

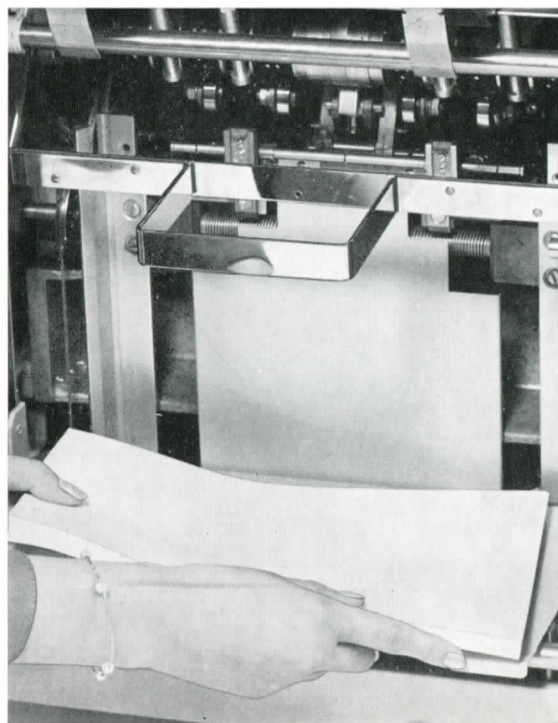
During the day it may be necessary to change the size of paper in the tray from, say, 8 x 10 in. to 8½ x 13 in. This is how you do it.



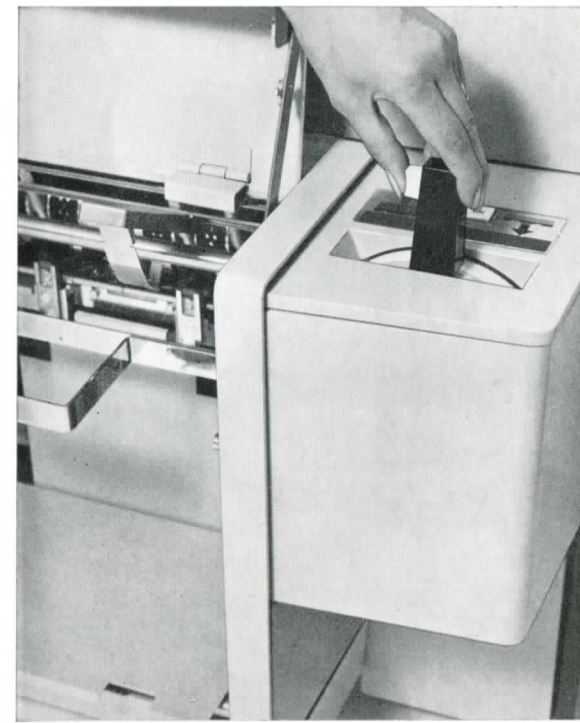
1. With the 3600 in the stand-by condition press the ↓ (DOWN) button to lower the paper tray. Lift the cover of the PAPER TRAY.



2. Remove the paper remaining in the tray.



3. Hold in the white button on the PAPER LENGTH SELECTOR and move the lever to its new setting. Release the button to lock the lever in the new position. Load the new size paper.

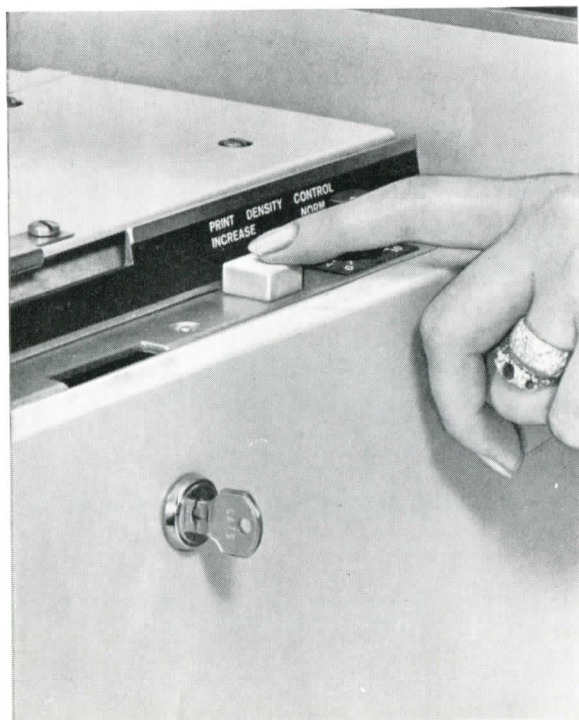




## Adjusting print quality

When your 3600 was installed, it was adjusted to give you the best possible print quality. However, from time to time, depending on the type of work you are doing you may wish to vary the lightness or darkness of the print. There are two controls for regulating the amount of toner used to make a print, both located under the top cover.

**1. Toner Increase button**—*Temporarily* increases the toner dispensing rate. Use this button if prints start to get light. This may happen when reproducing from originals of unusually high density e.g newspaper print. Press the **INCREASE** button just *once* after starting the print run. Over-use of this button will result in prints which are too dark.



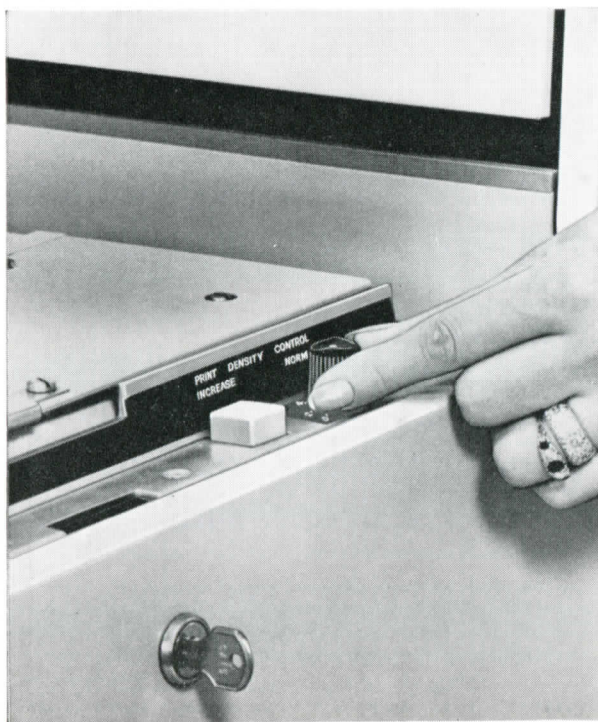
**2. Toner Normal dial**—Marked from 0-10 is used to control the toner dispensing rate and has a permanent effect on the density of the prints. Only adjust this dial if prints from various types of originals are consistently too light or too dark. The normal position is 2.

### Prints too dark ?

This is because the prints are 'overtone'd' i.e they are receiving too much toner powder.

The remedy is :

Turn **NORMAL** dial to 0 position. When the prints begin to lighten, turn up gradually until it is just below the number at which it was originally set. Be careful not to overtone again. Remember to wipe the glass platen and document cover with a damp cloth to remove dust or dirty marks.



### Prints too light ?

This is because the prints are 'undertone'd' i.e they are receiving too little toner powder.

The remedy is :

**1.** Measure the amount of toner in the well. Replenish promptly if below the mark on the dipstick.

**2a.** Press the **INCREASE** button only once after starting the run. (This will increase the toner dispensing rate immediately for a period of 25 seconds.)

**2b.** If you find you are pressing the **INCREASE** button more than five times a day, the **NORMAL** dial is probably set too low. Turn the dial slightly towards a higher number.

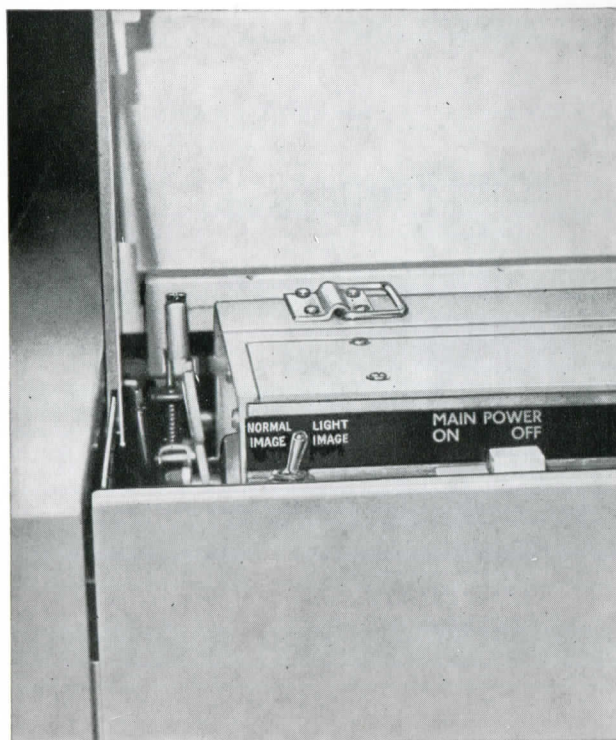
**NB** A print which is too light or too dark may be the result of an original which is particularly light or dark, so always check the original before touching the toner controls.



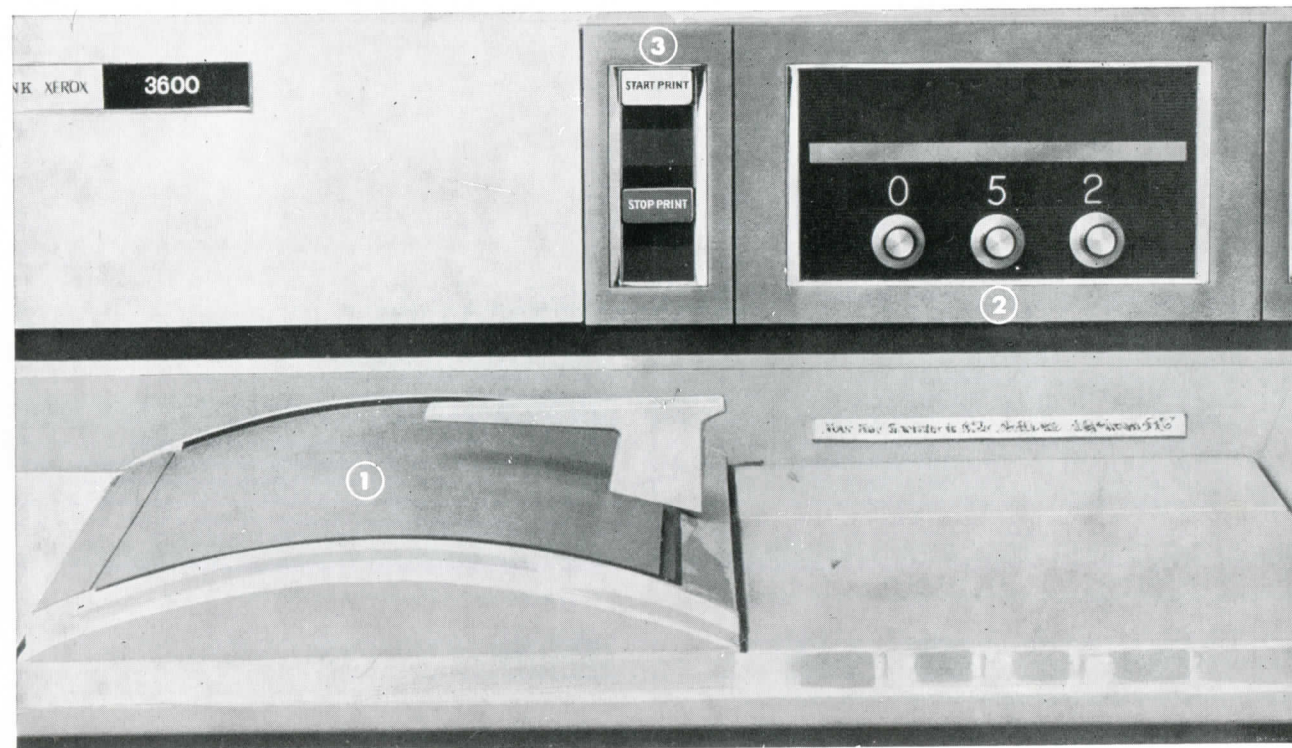
## Making prints in three easy steps

### Contrast switch

The contrast switch is located under the top cover to the left of the MAIN POWER ON/OFF buttons. This switch can be used to make good quality prints of originals which lack contrast, or have a weak image. For originals with a normal image the switch should be set at the NORMAL IMAGE position. If the contrast of the original is poor, or the image weak, the quality of the print can be improved by moving the switch to the LIGHT IMAGE position. After the prints have been made the switch should be returned to the NORMAL IMAGE position.



1. Lift the document cover and place the document to be duplicated face down on the glass platen. Lower the document cover.
2. Turn the PRINT QUANTITY SELECTOR knobs to the number of prints required.
3. Press the START PRINT button.





## Reproducing flat originals

The maximum image area that can be reproduced is  $8\frac{1}{2} \times 13$  in (21.6 x 33.0 cm). The area of the glass platen is  $8\frac{3}{4} \times 14$  in (22.2 x 35.6 cm) but documents in excess of this size can be reproduced in sections.

### Document carrier and screen

The Document Carrier and Screen is clear on one side and has a fine screen pattern on the other, and is used to

1. Improve the print quality of photographs, halftones and solid areas
2. Assist in registering small size documents.

### Photographs & solid areas

Place documents in the carrier so that the photograph or solid area is covered by the screen section. Close the carrier and place it, screen down, on the glass platen.

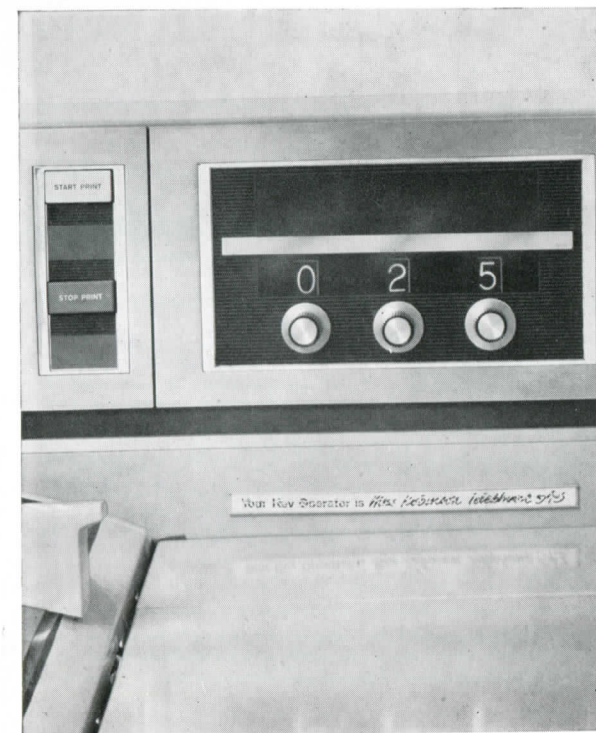
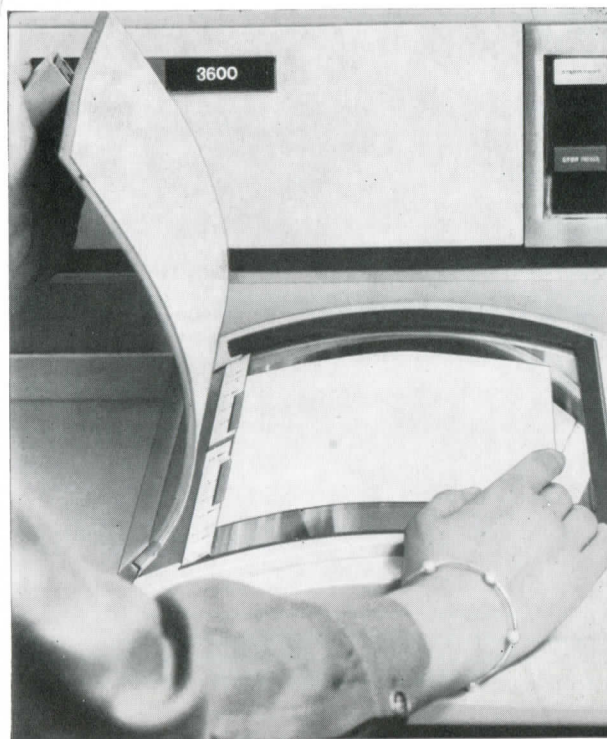
### Small size documents

Place the document in the carrier so that the image is covered by the clear side. Close the carrier and place it clear side down on the glass platen. For a large quantity of documents it will be quicker to use two carriers. While one carrier is on the glass platen the other can be loaded ready for immediate use.

## Points to Remember

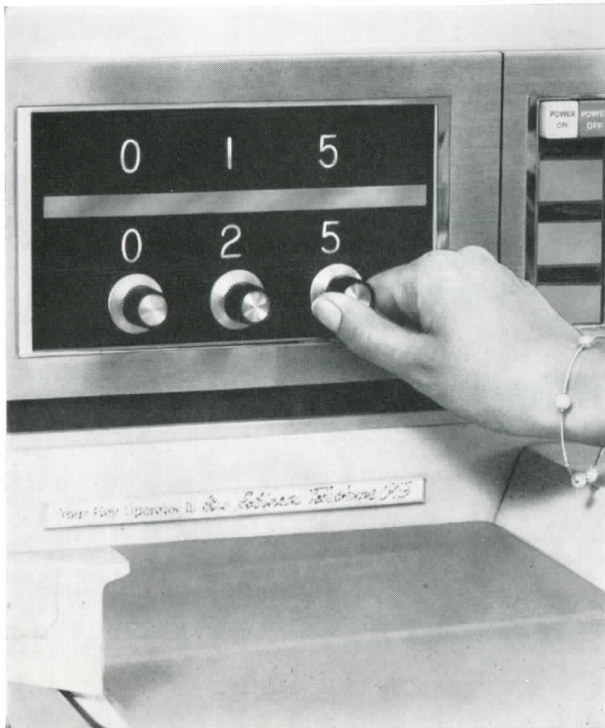
1. Make sure that the left-hand edge of the document is correctly aligned under the raised edge of the scale at the side of the glass platen.

2. Leave the document cover down until the 3600 has completed the print run. If you raise the cover during a run, the 3600 will stop immediately, and you will lose the count of the prints that have been made.



## Setting for number of prints required

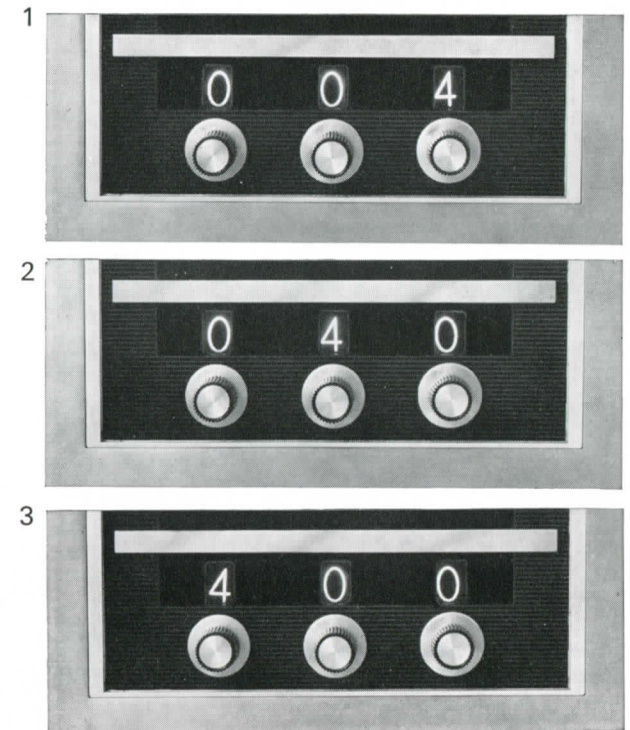
3. You can dial down during a print run, as long as you do not dial *below* the number shown on the COUNTING LIGHTS. If by mistake you dial below the number shown on the counting lights it will cause a runaway (ie. the machine will continue to print to 499). If this should happen, to stop the machine press the STOP PRINT button.



4. Use the STOP PRINT button if you want to stop making prints before the end of the run. (The COUNTING LIGHTS will go out; the 3600 will stop printing and feed out all the prints already in process.)



1. Setting for 4 prints.
2. Setting for 40 prints.
3. Setting for 400 prints.

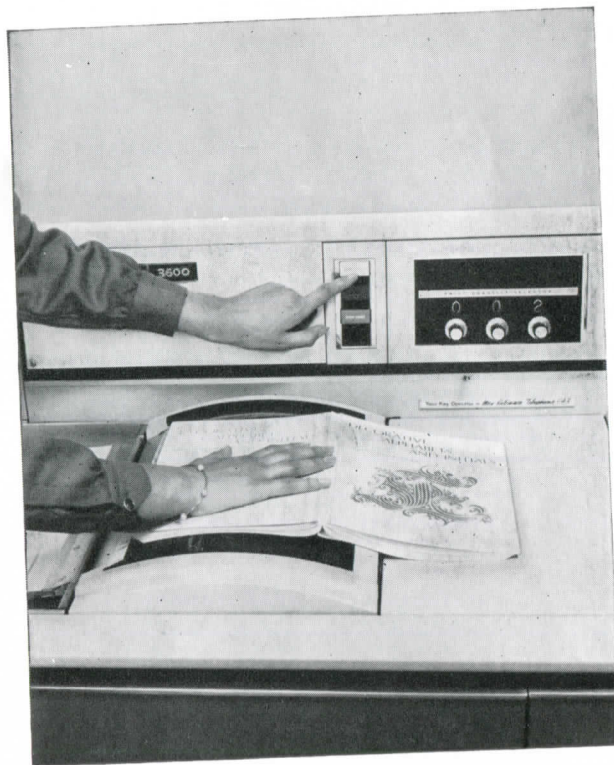




## Three-dimensional originals

You can duplicate a wide variety of three-dimensional originals—books, magazines, etc. provided that they are reasonably flexible. Duplicating of this kind usually means that the document cover must be left open. As a result, the **SPECIAL DOCUMENT** light on the front panel will flash throughout the print run. This light is to remind you that prints are now being made at the highest unit cost (First mode).

Hold the original firmly against the glass platen (document cover remains open).



If you have to make a large number of prints of a three-dimensional original make just one print first. Then use this print as the 'original' and make prints in the normal manner with the document cover down. This will give a reducing scale of charge for the run.

The **SPECIAL DOCUMENT** light flashes for as long as prints are made with the document cover open.



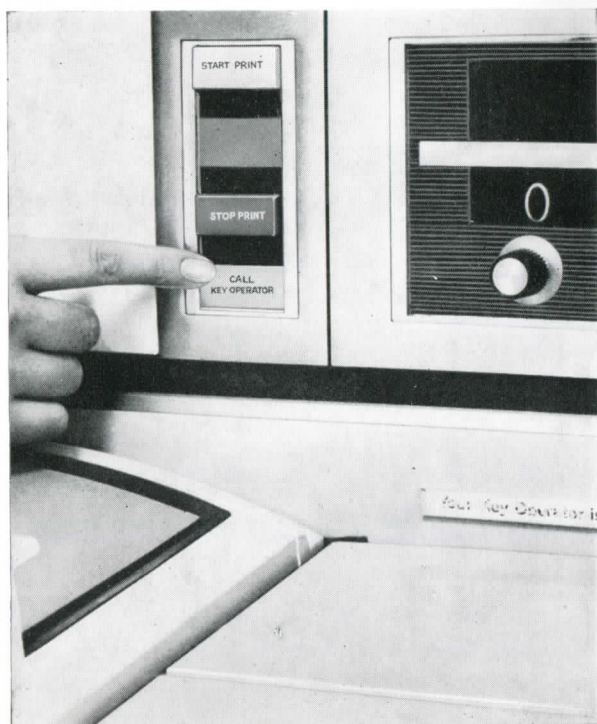
## Call Key Operator light

Occasionally the 3600 will stop in the middle of a print run, and the CALL KEY OPERATOR light will start flashing. This will happen for one of two reasons : the 3600 is low on paper or a mis-feed has occurred.

(The 3600 will also stop if the cover of the paper tray has been raised. Lower the cover and the 3600 will automatically resume duplicating.)

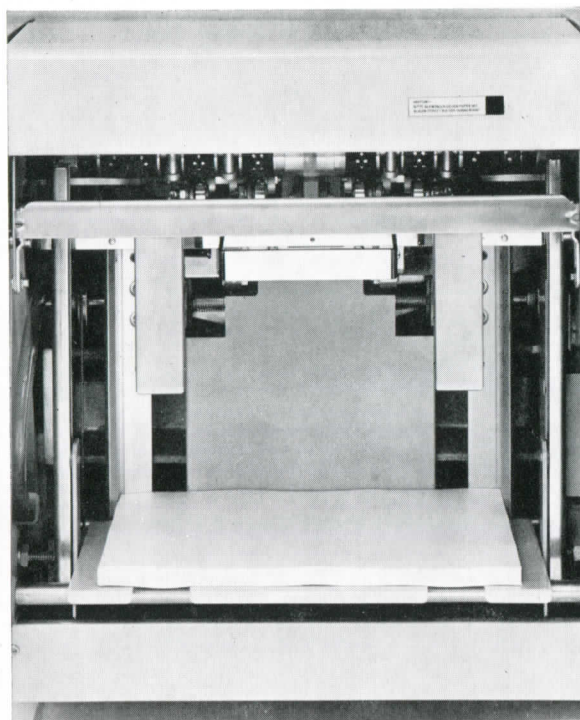
The CALL KEY OPERATOR light will continue to flash after the situation has been corrected. It will go out only when the START PRINT button is pressed.

Once the START PRINT button is pressed, the COUNTING LIGHTS will resume counting from where they stopped.

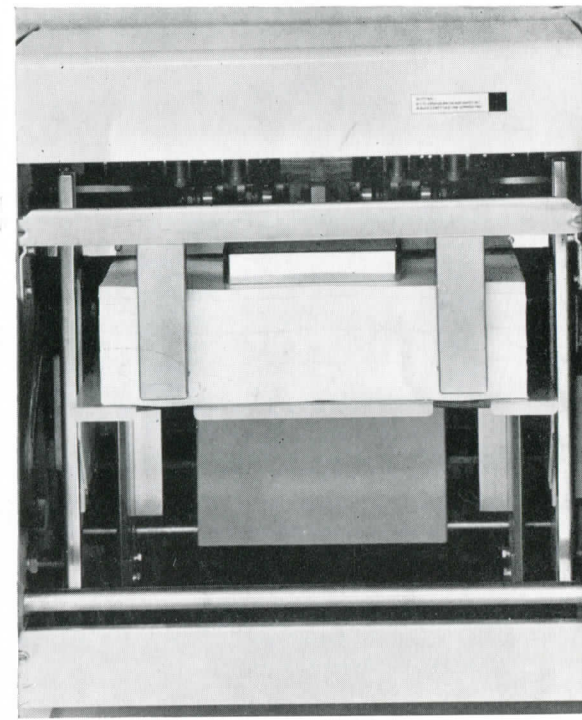


In what position is the PAPER TRAY ?

Down ? Indicates a low paper supply. Load paper.



Up ? Indicates a mis-feed. Look at the next page.

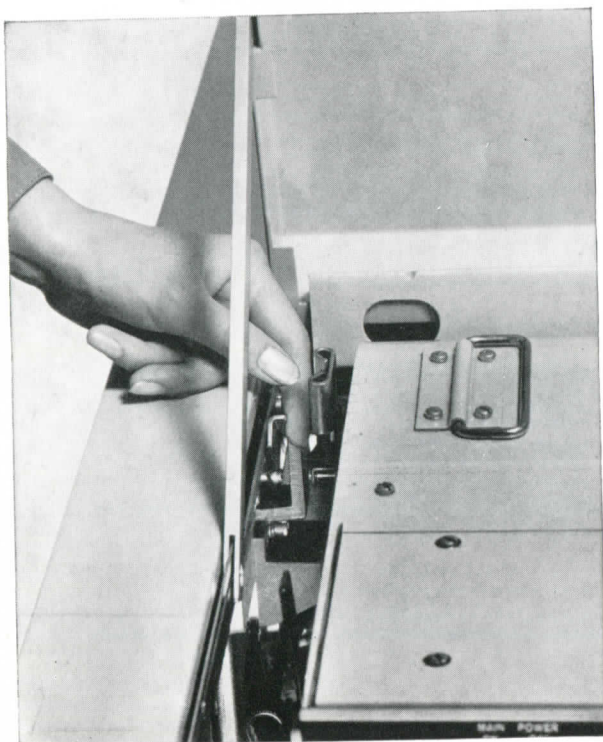




## Clearing a mis-feed

A mis-feed occurs when a sheet of paper is incorrectly aligned in the machine. A mis-feed is immediately detected by the 3600. The machine stops printing and the CALL KEY OPERATOR light starts flashing.

**To remove the sheet which has been mis-fed :**  
Unlock and raise the top cover. Release the catch that locks the front doors.



To prevent mis-feeds, always be sure that the copy paper :

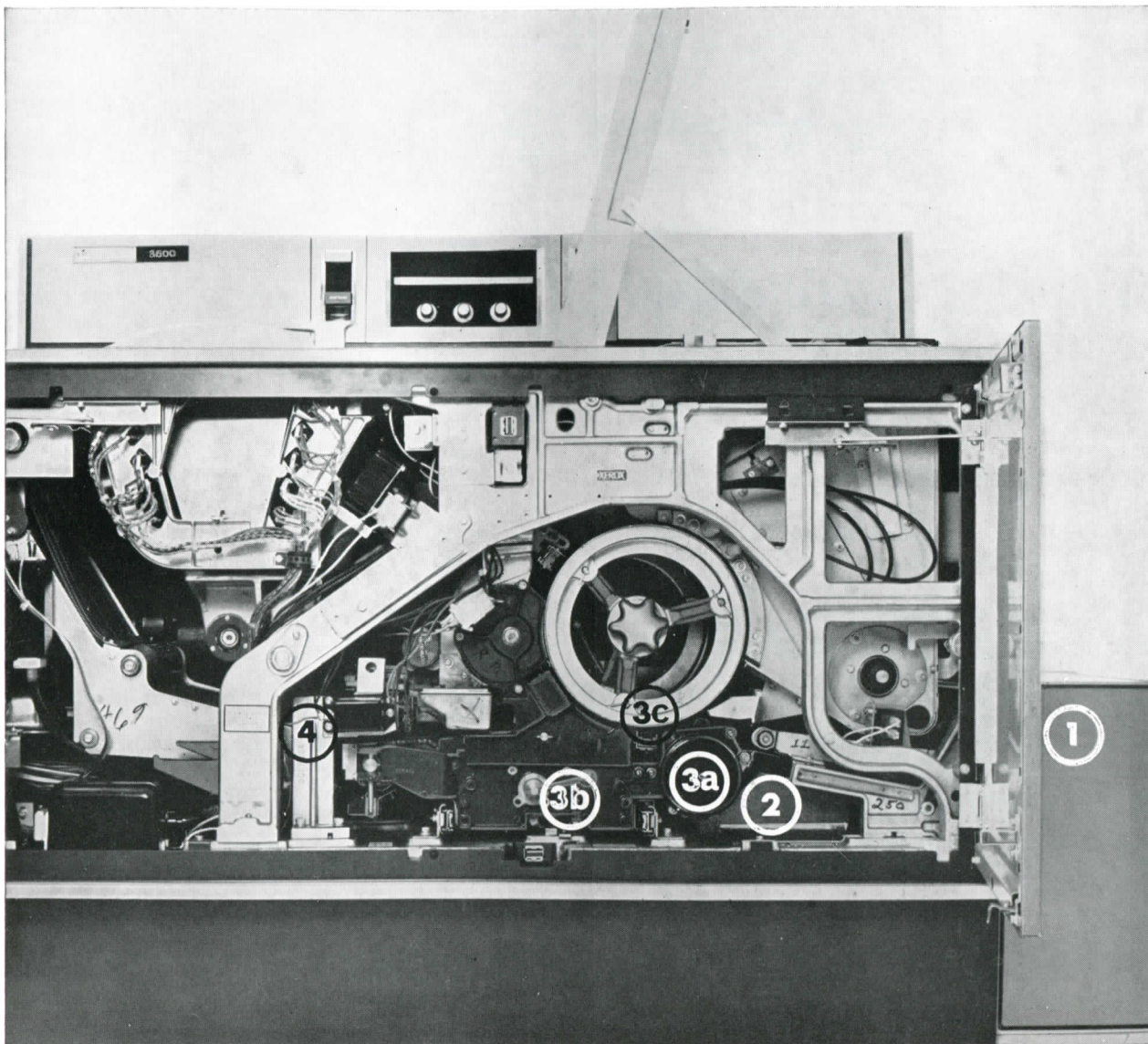
- 1 Meets required specifications.
- 2 Is in good condition.
- 3 Is loaded properly.

Open the front doors. All accessible electrical parts are now dead and absolutely safe.

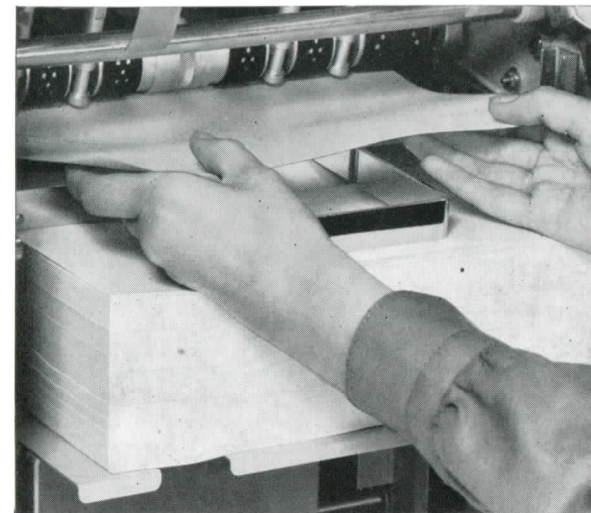


## Four areas must be checked and cleared of paper

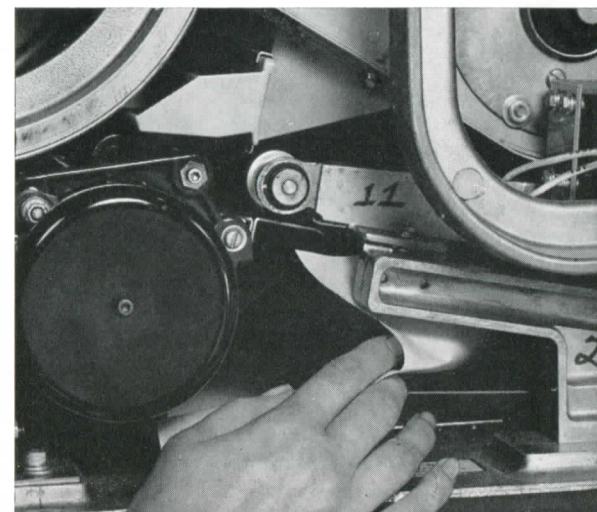
Start at number 1 and work through to 4. These areas are labelled on your machine.



**1. Paper Tray** A single sheet may be visible between the rollers. To remove, firmly grasp the sheet at both sides and pull up over the bar and out.

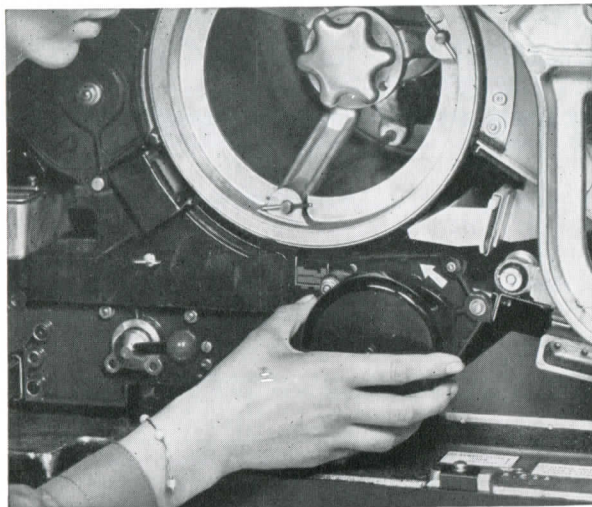


**2. Reject Tray** Pull down the flap covering the reject tray and remove *all* sheets inside.

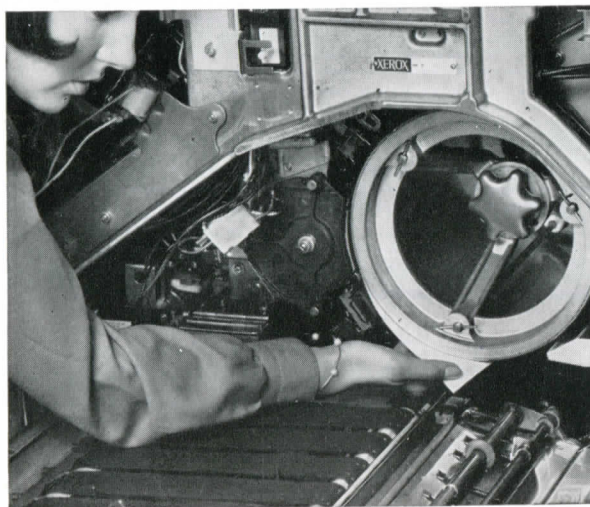




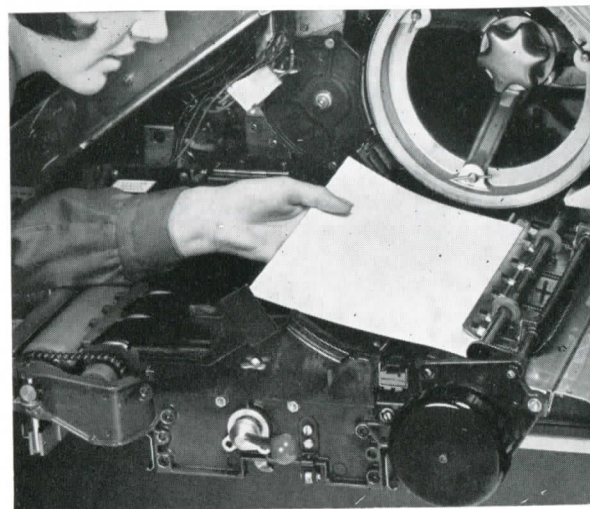
**3a. Register rollers** Push down the red knob and slowly pull out the **REGISTER STOP** drawer a few inches. If a sheet starts to skew, turn the wheel in the direction of the arrow to free it.



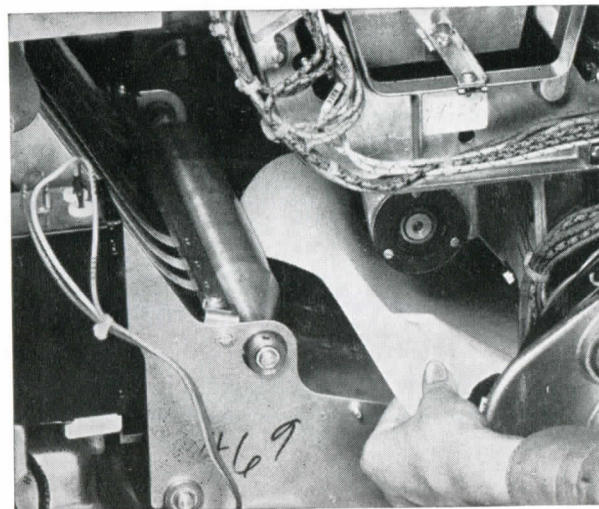
**3c. Drum** Pull out carefully any sheet clinging to the drum. Be careful not to tear it and *avoid* touching the drum. You might damage it.



**3b. Register Stop drawer** After having pulled the drawer out as far as it will go, carefully remove any sheets. Check that there are none left behind.



**4. Fuser** Remove any loose sheets of paper in the fuser area. Be careful, the fuser will be quite hot. If a sheet is wrapped around the heat roller, do not try to remove it but send for the Service Engineer.



### Double Feed Machine Stop Switch

Located inside the machine behind the right-hand front door. This switch can be used when copying onto collated or pre-printed paper to ensure that a correct sequence is maintained. When switched on it causes the 3600 to stop printing as soon as any sheets drop into the reject tray, but all prints made until then are fed out. The copy count is retained and the **CALL KEY OPERATOR** light flashes. The sheets can be removed from the reject tray and replaced in the paper tray in the correct sequence. When the **START PRINT** button is pressed the machine will continue from where it stopped.



## Putting the 3600 back into operation

Check again that all paper has been removed from the 4 possible areas.

Finally push the REGISTER STOP DRAWER in and make sure the red knob is up and latched in place.

Close the front doors. Lock them in place by lowering the latch under the top cover. Lower and lock the top cover.

Press the POWER ON button. The READY light will come on after 2-3 minutes; the CALL KEY OPERATOR light is still flashing. Increase the setting of the PRINT QUANTITY SELECTOR to make up for the sheets removed from the 3600—except for those in the reject tray. Check the paper for correct alignment in the PAPER TRAY.

Close the cover over the paper tray.

Press the START PRINT button. The 3600 will start duplicating again and the CALL KEY OPERATOR light will go out. The COUNTING LIGHTS will continue counting from the point at which they stopped.

NB. The paper tray cannot be lowered while the CALL KEY OPERATOR light is flashing. Once the mis-feed has been cleared and the machine is ready to operate press the START PRINT button and then the STOP PRINT button, the paper tray can now be lowered.

## Switching off the 3600

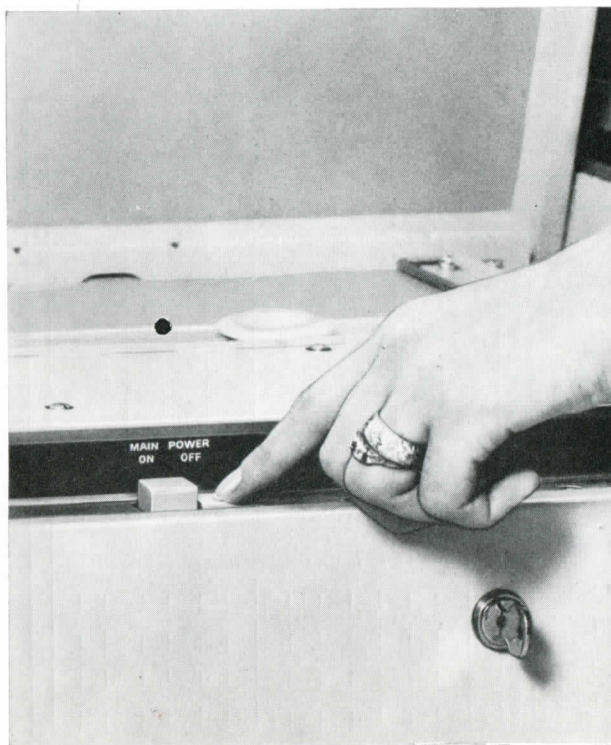
Before switching off the 3600 every evening, make sure that the machine is operating correctly; (i.e. that the CALL KEY OPERATOR light is not flashing).

When you are ready to turn off the 3600:

Unlock and raise the top cover, press the MAIN POWER OFF button, (this disconnects the power from the POWER OFF and POWER ON buttons on the front panel).

Lower the top cover and lock the 3600.

MAIN POWER ON and OFF buttons are located under the top cover to prevent unauthorised use.



## Key Operator duties

Here is a check list of your duties as Key Operator:

### Beginning of work day

Start the 3600.

While the 3600 is warming up, measure the toner supply and if necessary add more.

Load paper.

Clean the glass platen and cover.

### As needed during the day

Load paper.

Clear mis-feeds.

Add toner.

Make toner adjustments to ensure print quality.

Assist casual operators.

### End of work day

Switch off the 3600.

Remove all sheets from reject tray.

### Always

Keep the 3600 locked.

Maintain adequate supplies.

### For assistance

Refer to this manual.

Call Rank Xerox.

### Remember

Send in the meter card.



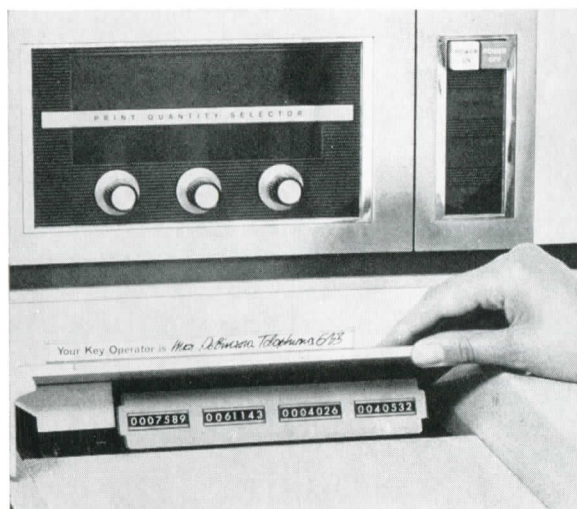
## Sending the Meter Card

On the last working day of each month you must complete the Meter Card (see illustration). The left hand meter (meter 1) indicates the number of copies made in the first mode, and the right hand meter (meter 2) the total made.

Enter the reading from meters 1 and 2 in boxes 1 and 2 on the meter card. If there are credit copies due the total should be entered in the box headed Service Credit Copies. These same readings should be recorded on the stub of the card and retained. Obtain an authorised signature and post to Rank Xerox.

### Preventive Maintenance

Every 100,000 prints the 3600 and Sorter must be serviced. When the reading on the right-hand meter coincides with the reading on the meter sticker you should telephone Rank Xerox Service Control.



## Consumables for your 3600

Always make sure that you have an adequate supply of consumable materials.

### Copy Paper

#### Size

8½ x 11 in	19 C 505
8 x 13 in	19 C 506
8½ x 13 in	19 C 526
A4	19 C 528
8 x 10 in	19 C 529

### Toner

2 x ¾ lb packs	19 C 501
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Document carrier and screen	502 S9 0001
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RANK XEROX		3600		EQUIPMENT	
MONTHLY METER READING REPORT					
EQUIPMENT		<div> <div>METER 1 0007589</div> <div>METER 2 0061143</div> <div>METER 3 0004026</div> <div>METER 4 0040532</div> <div>CREDIT COPIES 125</div> <div>MONTH</div> </div>			
TEAR OFF CARD HERE		<div> <div>MACHINE SERIAL NO. / ACCOUNT NO.</div> <div>NAME AND ADDRESS J. SMITH CO. LTD. ANYTOWN, SOMEWHERE, ENGLAND.</div> <div>ON THE LAST DAY OF THE MONTH PLEASE ENTER METER READINGS AND TOTAL CREDIT COPIES FROM SERVICING RECORD AND POST CARD</div> <div>SIGNATURE <i>Smith</i></div> <div>DATE CARD COMPLETED DAY MONTH 31 8</div> </div>			
		<div> <div>METER 1 0007589</div> <div>METER 2 0061143</div> <div>METER 3 0004026</div> <div>METER 4 0040532</div> <div>SERVICE CREDIT COPIES TOTAL 125</div> </div>			
SERVICING RECORD FOR RANK XEROX USE ONLY					
DATE DAY MTH	SERVICE REPORT No.	SERV COD.	ENGINEERS CODE	CREDIT COPIES	
28 8		6		25	
CODES: 1. NORMAL SERVICE 2. INSTALLATION 3. METER CHANGE 4. DISCONNECTION 5. SALESMAN 6. C.R.O. TRAINING					
METER CHANGE					
OLD METER FINISH READ			NEW METER START READ		
1					
2					
3					
4					

## How to deal with possible problems

### When turning on the 3600

If the NOT READY light does not come on when you press the POWER ON button on the front panel	<p>Make sure that the front doors are completely closed.</p> <p>Make sure the register stop drawer is all the way in and locked.</p> <p>Raise the top cover and make sure the MAIN POWER ON button is down.</p>
If the NOT READY light is on but the READY light has not come on after normal warm-up period (4-8 minutes)	CALL KEY OPERATOR light flashing ? If so, be sure the cover of the PAPER TRAY is down. Check if the 3600 is low on paper or has mis-fed.

### While the 3600 is printing

If prints do not emerge, yet the COUNTING LIGHTS continue to count	Press the STOP PRINT button if prints don't emerge after six prints are counted. This indicates that a mis-feed has occurred. Clear the mis-feed (see page 18).
If the 3600 keeps making prints above the quantity for which you dialled	Press the STOP PRINT button. During the print run, you probably reset the PRINT QUANTITY SELECTOR knobs to a lower number than was displayed by the COUNTING LIGHTS.
If the prints emerge folded	Press the STOP PRINT button. Be sure the paper is always loaded with the best side (indicated by the arrow on the wrapping) facing upwards.
If the CALL KEY OPERATOR light flashes	<p>Be sure the cover of the PAPER TRAY is down.</p> <p>If the PAPER TRAY is up, clear the mis-feed. If the PAPER TRAY is down, load paper.</p>

### When turning off the 3600

If the CALL KEY OPERATOR light flashes after MAIN POWER OFF button is pressed	<p>Turn the 3600 on again. If the PAPER TRAY is <i>down</i>, paper supply is low. Load a minimum of paper. If the PAPER TRAY is <i>up</i>, clear the mis-feed. Then :</p> <p>Set the PRINT QUANTITY SELECTOR knobs to the same number displayed by the COUNTING LIGHTS and press the START PRINT button. Complete the print run and turn off the 3600.</p>
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### Mis-feeds

If frequent mis-feeds occur	<p>Be sure the PAPER LENGTH SELECTOR is positioned for the length of paper being used.</p> <p>Check that the paper is loaded properly. The side which should face upwards is indicated by the arrow on the wrapping. Remove damaged and bent sheets.</p> <p>Replace the paper with fresh sheets.</p>
If the paper tears and you cannot remove all the pieces	Call Rank Xerox.

### Print Quality

If prints appear dark or have a greyish background	Look at the original. A dark original may produce dark prints. Clean the glass platen and the underside of the document cover. Check whether prints are overtoned (too dark). Turn the NORMAL dial to 0. When the prints begin to lighten, turn the NORMAL dial to one mark below the original setting.
If prints appear light	Look at the original. A light original may produce light prints. Measure the toner and add, if necessary. Press the INCREASE button only once after starting the print run. Then turn the NORMAL dial to one mark above the original setting.
If prints appear light—and the original contains extremely high coverage such as newsprint	Press the INCREASE button only once after starting the print run. If you find you are pressing the INCREASE button more than five times a day, turn the NORMAL dial up one mark.
If prints smear	Call Rank Xerox.

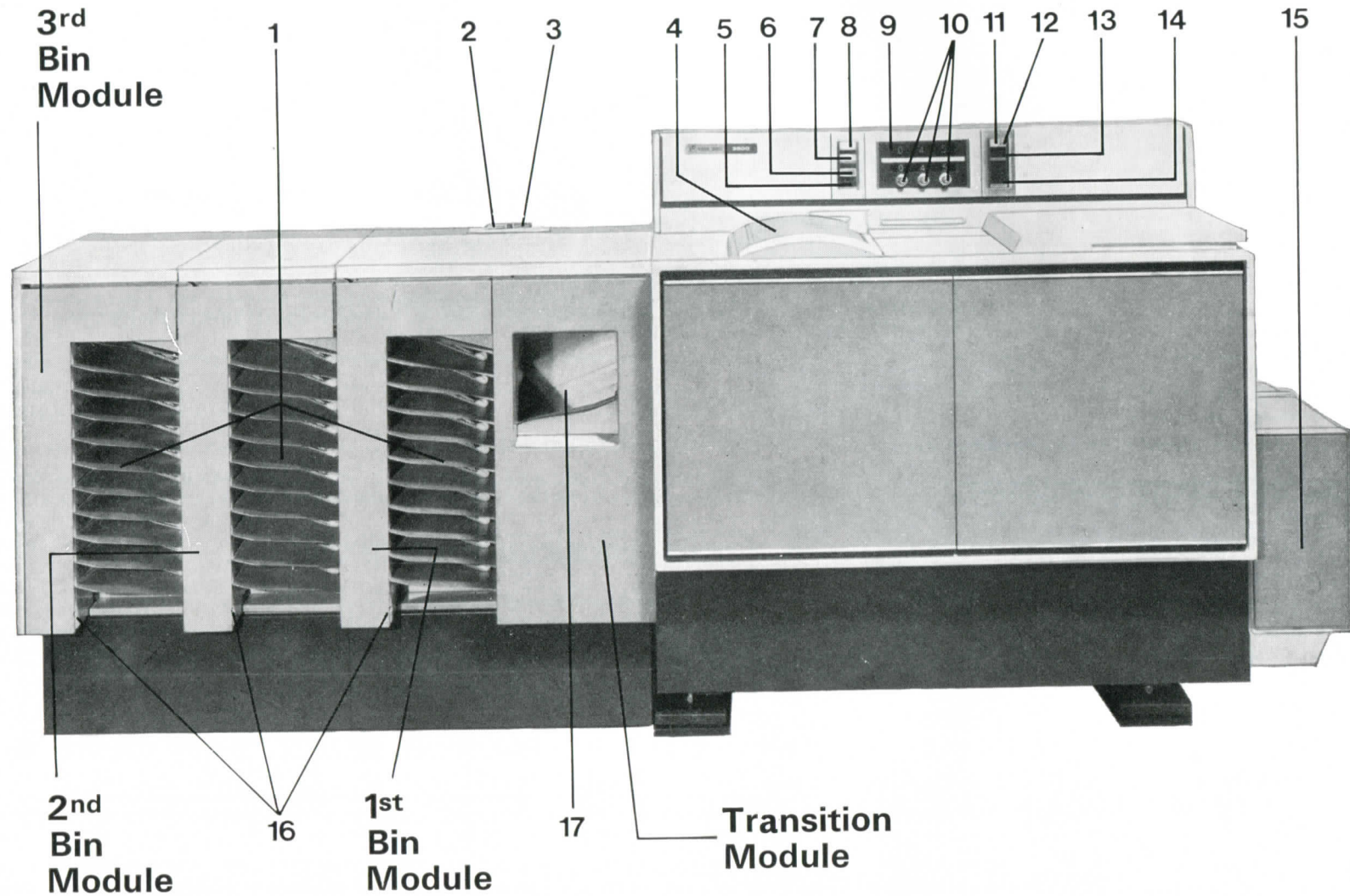


# The Rank Xerox 3600 & Sorter

- 1 Bins
- 2 Start Sorter
- 3 Stop Sorter
- 4 Platen cover
- 5 Call Key Operator light
- 6 Stop Print

- 7 Ready light
- 8 Start Print
- 9 Counting lights
- 10 Print Quantity Selector Knobs
- 11 Power on
- 12 Power off

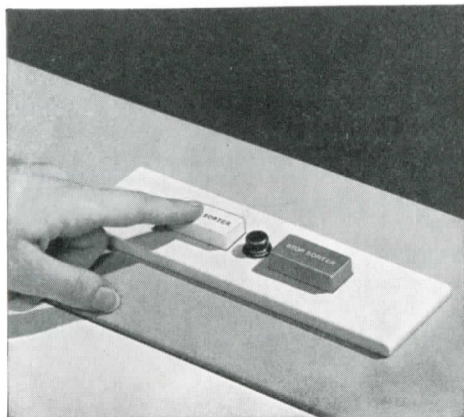
- 13 Not Ready light
- 14 Special Document light
- 15 Paper tray
- 16 Mis-feed Indicator lights on bin modules
- 17 Overflow bin



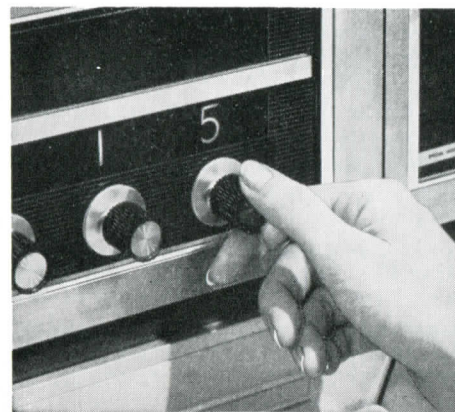
## Using the Sorter

A Sorter attached to your copier/duplicator enables you to accomplish both duplicating and sorting at the same time. As long as the 3600 is in a ready condition the Sorter will operate. No extra time is needed to collate the job after the prints are made. Your Sorter may contain from 20 to 50 bins depending on the number of 10 bin Modules. Each bin holds up to 150 sheets and the overflow bin up to 500 sheets.

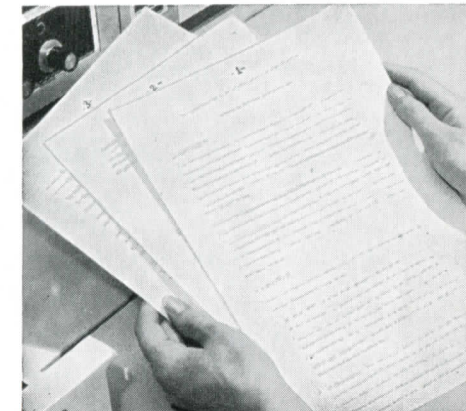
1. Press the *Start Sorter* button, and the red light will appear.



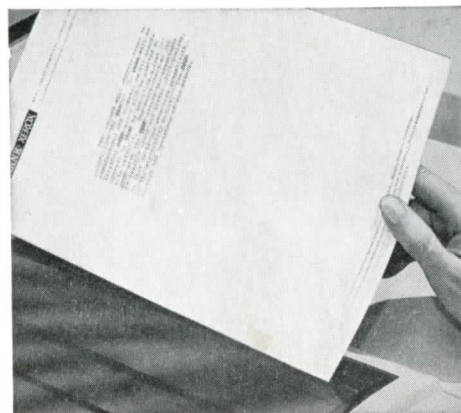
2. Dial the number of prints that you want from each original on the copier/duplicator. When you dial for more prints than the number of bins in your sorter, the extra prints will go into the overflow bin.



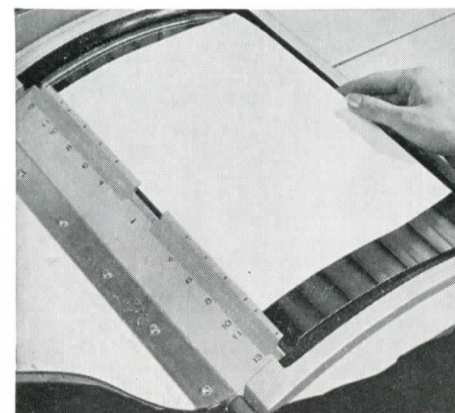
3. Arrange the original documents in the same order that you want the prints to be sorted, e.g page 1 first, page 2 second etc.



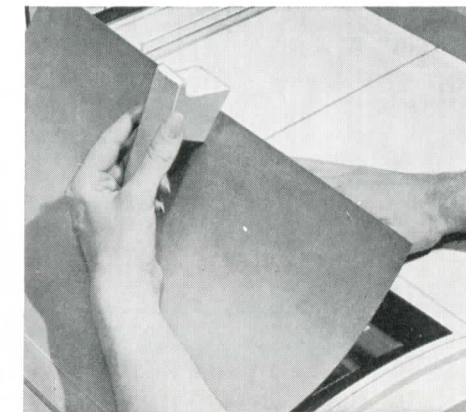
4. Place each document on the glass platen in the same manner, keeping the top edge pointing in the same direction.



5. Place document face down on the glass platen. Centre the left edge of the document under the raised edge of the scale.



6. Gently roll down the document cover. Leave it down until the run is completed.

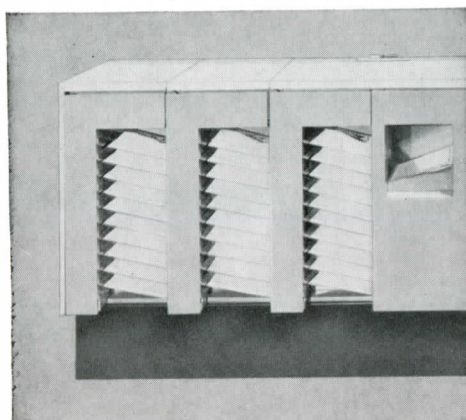




7. Press the *Start Print* button.



8. The prints to be sorted will go into the bins, one copy to a bin delivered face down.  
N B If any prints are diverted into the overflow bin, they will be delivered face up.



## Duplex (double sided) printing

It is possible to use the 3600 & Sorter for duplex printing. You must expect a slightly higher mis-feed rate than for single sided printing, but to keep mis-feeds to a minimum, you should observe the following points.

1. With the Sorter off, take the number of prints you require of page 2 of your original document.
2. Remove the prints from the overflow bin, and place them in the paper tray, face down with the head of the paper towards the front of the machine.
3. Switch on the double feed machine stop switch inside the front doors of the 3600. Switch on the Sorter.
4. Place page 1 of your original document on the glass platen, and take the number of prints that you require.
5. With the Sorter off, and double feed machine stop switch off, take the number of prints you require of page 4, and so on, following the same procedure as for pages 1 and 2.

## How to deal with mis-feeds

There are 3 areas where mis-feeds can occur while using the copier/duplicator and Sorter :

1. A mis-feed in the copier/duplicator alone.
  2. A mis-feed in the Transition Module.
  3. A mis-feed in a Bin Module.
- Pages 28, 29 and 30 deal in detail with the method of clearing mis-feeds should they occur. The following light indications will help in identifying the affected area.

### 1

#### Mis-feed\* in copier/duplicator

*Call Key Operator* light on copier/duplicator will be flashing.

*Ready* light on copier/duplicator will be off.  
All red mis-feed indicator lights on bin modules will be off.

\*NB Low paper in the copier/duplicator is indicated in the same way, so check first that the paper tray is *UP* before following the procedure for clearing mis-feeds.

### 2

#### Mis-feed in transition module

*Call Key Operator* light on copier/duplicator will be flashing.

*Ready* light on copier/duplicator will be off.  
Red mis-feed indicator light on first bin module will be on.

### 3

#### Mis-feed in a bin module

*Call Key Operator* light will be flashing.

*Ready* light on copier/duplicator will be on.  
Red mis-feed indicator light on affected bin module will be on.

## A mis-feed in the copier/duplicator while the Sorter is being used

#### Indications

1. *Call Key Operator* light flashes.
2. Copier/duplicator stops printing and count is held.
3. The Sorter stops.
4. The *Ready* light is out on the copier/duplicator.

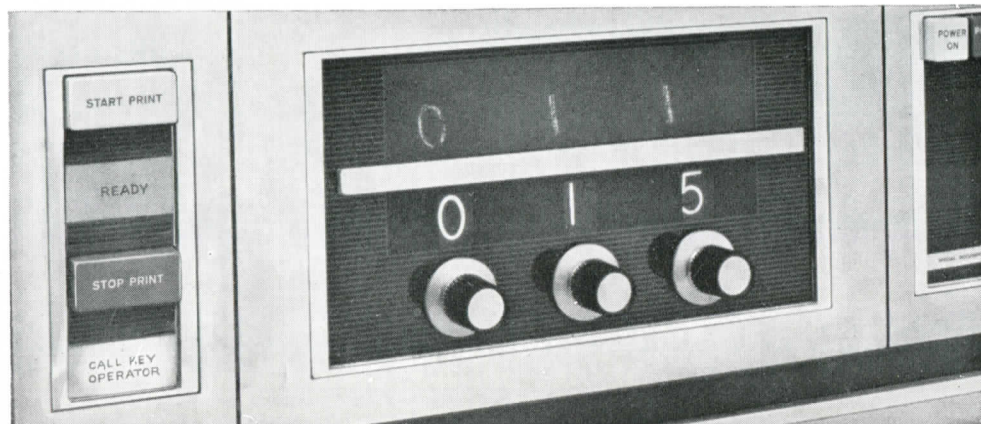
As the *Ready* light on the copier/duplicator is out, this indicates that the jam is confined to the copier/duplicator, but it is always advisable to check that there are no mis-feed indicator lights glowing on the bin modules.

#### How to clear a mis-feed in the copier/duplicator

1. Clear the mis-feed from the copier/duplicator in the usual way.
  1. Paper Tray.
  2. Reject Tray.
  - 3a Register Rollers.
  - 3b Register Stop Drawer.
  - 3c Drum.
  4. Fuser area.

Only remove prints to the right of the fuser area—prints at the extreme left, under the white nylon guides can be left provided they are not torn, crumpled, or caught between the copier/duplicator and the transition module.

2. Put the copier/duplicator back into action, and increase the Print Quantity Selector to compensate for the prints removed. Press the *Start Print* button and the copier/duplicator and Sorter will continue from the point at which they stopped.

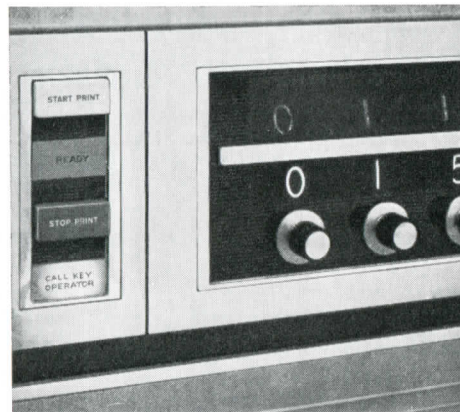




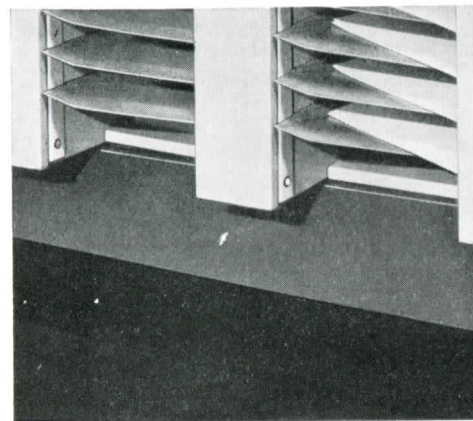
## A mis-feed in the transition module

### Indications

1. Copier/duplicator stops printing and all prints in the process of being made are retained in the machine. Mis-feed indications will be evident on copier/duplicator i.e. *Call Key Operator* light flashing, *Ready* light out—count held.

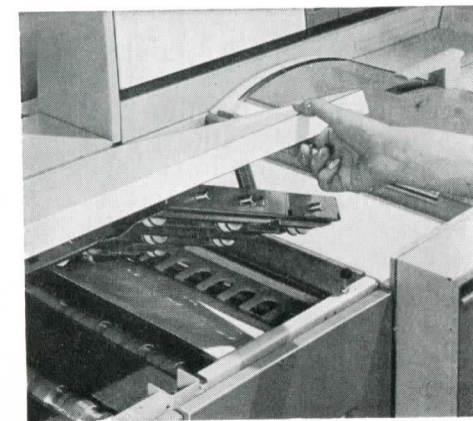


2. The Sorter stops and the red mis-feed indicator light at the base of the 1st bin module will be on.

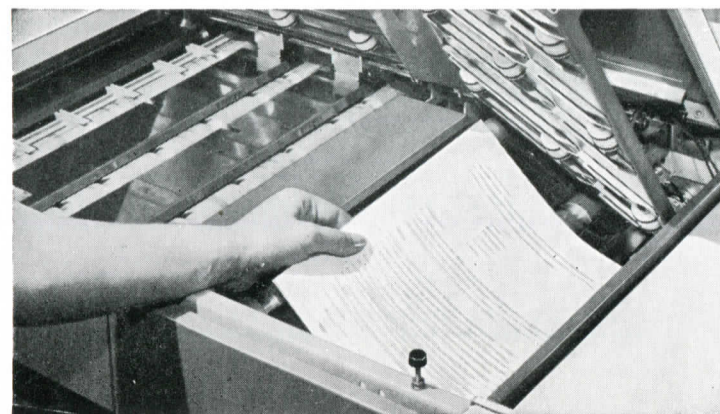


### How to clear a mis-feed in the transition module

1 Lift the lid above the overflow bin until it clicks into place.

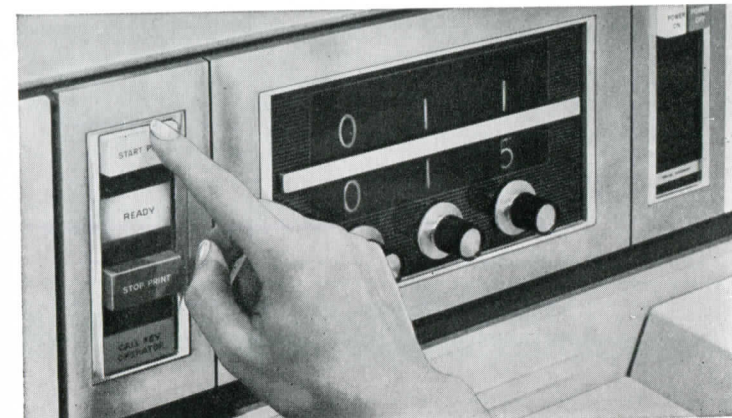


2 Remove the sheets lying on the horizontal transport and check that there are none between the copier/duplicator and the transition module. *If the prints removed are undamaged do not destroy them* as they can be hand sorted. Always start from the last programmed bin and work backwards, e.g. if the 3600 is set at 15, place the first copy in bin 15, the next print in bin 14 etc until all the prints removed have been sorted. Place the prints face down in the bins making sure that the top of the prints are all facing the same way. If the prints removed are damaged, dial up for the appropriate number on the copier/duplicator.



3 As prints were stopped in the copier/duplicator when the mis-feed occurred in the transition module, it is necessary to remove them otherwise it will be impossible to restart the copier/duplicator.

Remove the prints as described on page 27. Dial up for the number of prints removed on the copier/duplicator and press the *Start Print* button. The copier/duplicator and Sorter will continue from where they finished. **NB** It is not necessary to remove sheets from the Sorter bin modules.





# A mis-feed in a bin module and how to put the copier/duplicator back into action after clearing the mis-feed

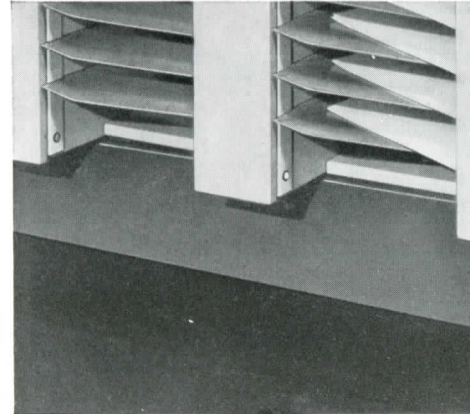
## Indications

1. Copier/duplicator stops printing and all prints in the process of being made are fed out into the overflow bin.
2. *Ready* light will be on indicating that the mis-feed is not in the copier/duplicator but confined to the Sorter alone.
3. *Call Key Operator* light will be flashing.
4. Count on the copier/duplicator will be held.



5. Sorter stops.

6. Mis-feed indicator light will be glowing on the affected bin module.

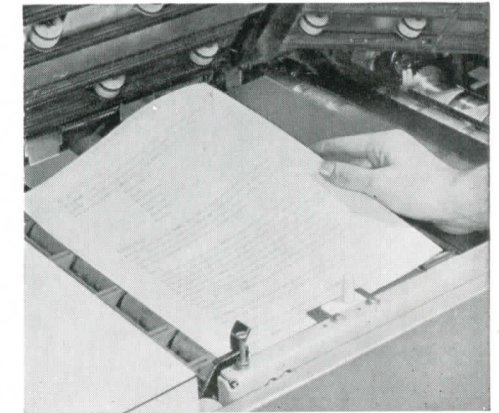


A mis-feed of this nature does not affect the copier/duplicator.

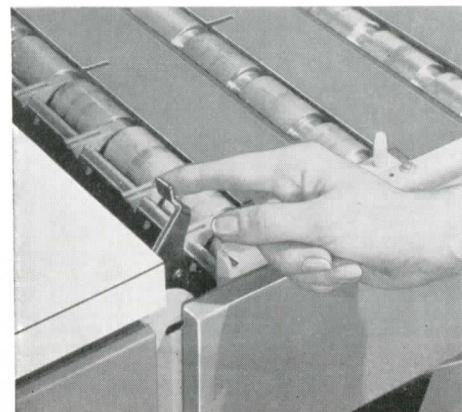
## How to clear a mis-feed in bin module

If a mis-feed occurs in a bin module, prints can be caught in the horizontal and vertical transport rollers and both these areas must be checked in the following way :

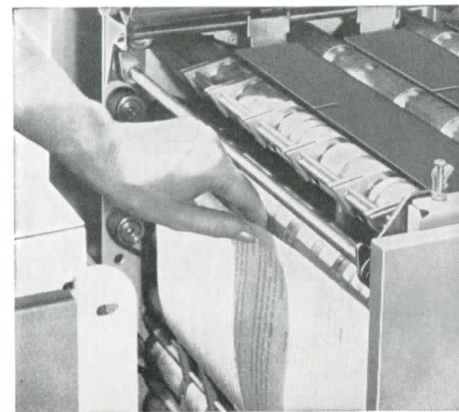
1. To clear horizontal rollers lift the top cover all the way up until it clicks into place, and remove all prints lying on the rollers. Keep if undamaged.



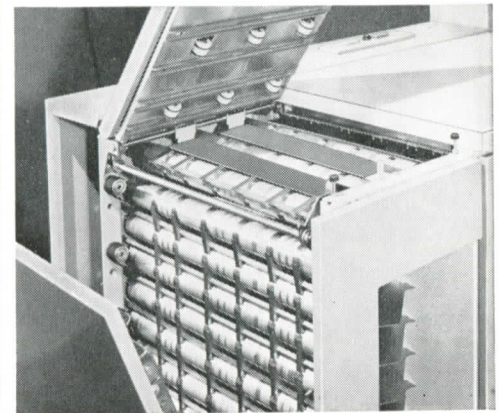
2. To clear vertical rollers raise the latch at the front to separate the adjoining bin module which will slide on rails to the left.



3. Remove, and keep if undamaged, all the prints in the vertical rollers and any loose prints not in the bins. Then push the modules together, make sure that the latches click into position, close the top cover.



4. If the mis-feed is in the last bin module raise the lid in the usual way but pull down the end panel to clear the prints from the vertical rollers.





**5. If the prints removed are undamaged**

Count the prints removed from the Sorter and overflow bin and hand sort. Start at the last programmed bin and work backwards. Always place prints face downwards with the top of the prints facing in the same direction.

Press the *start print* button. The copier/duplicator is now back in operation. The *Call Key Operator* light and *Ready* light on copier/duplicator will go out and copier/duplicator and Sorter will then continue from where they were stopped.



**6. If the prints removed are damaged**

Count the number of damaged prints and compensate for these by increasing the quantity on the copier/duplicator.

7. Press the *Start Print* button. The copier/duplicator is now back in operation. The *Call Key Operator* light and *Ready* light on copier/duplicator will go out and copier/duplicator and Sorter will then continue from where they were stopped.



## Things to know

### **Mis-feed as the last print in a run is made**

In the case of a mis-feed at this time in either the copier/duplicator, transition module, or bin module, the procedure for dealing with mis-feeds is the same, and undamaged copies hand sorted in the usual way.

If, however, some prints are damaged and it is necessary to compensate for these, before doing so the *Stop Sorter* button must be pressed. Additional prints needed should be made on the copier/duplicator *alone* and taken from the overflow bin and hand sorted in the usual way.

### **If the Sorter is left on by mistake**

If the Sorter is left on by mistake—or is not needed after the copier/duplicator has started, it should be stopped in the following way:

Press the *Stop Print* button on the copier/duplicator and when the copier/duplicator shuts down then press the *Stop Sorter* button. Never press the *Stop Sorter* button while the copier/duplicator is running, as the Sorter programmer will not be able to return to zero, and on the following run the Sorter will continue to sort from where it was stopped, causing prints to be incorrectly collated. Stopping the sorter in the middle of a run could also cause a mis-feed in the copier/duplicator. It should be remembered that the count will be lost when the *Stop Print* button is pressed on the copier/duplicator.

### **Double Feed Machine Stop 'On' when the Sorter is being used**

When the double feed machine stop switch is on it causes the 3600 to stop printing as soon as any sheets drop into the reject tray. The prints made so far are fed into the appropriate Sorter bins. The count is held on the 3600. The call Key Operator Light flashes and the Ready light remains on. When the rejected sheets are removed and replaced in the paper tray in the correct sequence, press the Start Print button and the 3600 and Sorter will continue from where they stopped.

### **Low paper in copier/duplicator**

If the paper tray lowers itself in the middle of a run due to low paper and the Sorter is being used, the copier/duplicator will stop in the usual way and the count will be held. The Sorter will also stop. When the paper has been replenished and the copier/duplicator starts printing again the Sorter will continue sorting from where it was stopped.

### **Raising and lowering the platen cover in the middle of a run**

If the platen cover is raised or lowered in the middle of a run while the Sorter is being used the following will happen. The copier/duplicator will stop printing and the counting lights will go out. The sorter will sort all the prints made by the copier/duplicator. The programmer will return to zero and then stop.



## How to deal with possible problems

### While copier/duplicator and Sorter are being used

If *Call Key Operator* light flashes and *Ready* light is on

Clear mis-feed from bin module that has mis-feed indicator light glowing.

If *Call Key Operator* light flashes and *Ready* light is off

1. Check that paper tray cover is down.
2. Check position of paper tray. If it is down, load copy paper.
3. If mis-feed indicator light is glowing on first bin module clear mis-feed from transition module and copier/duplicator.
4. If paper tray is up and there are no mis-feed indicator lights glowing on the bin modules clear mis-feed from copier/duplicator.

### When using the Sorter

If prints are not sorted properly

1. Check that the original documents have been placed on the glass platen in the correct order.
2. Check that the leading edge of the original documents were pointing in the same direction when placed on the glass platen.
3. Check that prints were correctly hand sorted after a mis-feed (i.e start at the last programmed bin first).
4. Check that the sorter was not turned off before the copier/duplicator had shut down on the previous run.

If prints are consistently incorrectly sorted

Call Rank Xerox service.

Do not hesitate to call Rank Xerox for information or service on your 3600 & Sorter

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TO INDUSTRY 1988

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